

**LUZERNE COUNTY
INDUSTRIAL DEVELOPMENT AUTHORITY
MINUTES
BOARD OF DIRECTORS MEETING
October 22, 2020**

The Board of Directors of the Luzerne County Industrial Development Authority convened at 12:00 p.m. on the twenty second day of October 2020.

The following Directors and Officers participated by way of teleconference:

Robert P. Palermo, Chairman
Robert P. Bresnahan, Jr.
Jason P. Cypert,
Gary F. Lamont
Karen M. Martinelli
Frank E. Paczewski
Dale Parmenteri
Brian J. Rinker

Excused: Frederick M. Javer, John R. Loyack

Also in attendance:

David E. Schwager, Luzerne County Solicitor's office, Alison Lin, Prociak & Associates LLC

Mr. Palermo, Chairman of the Authority acted as Chairman and Mr. Lamont, Secretary of the Authority acted as Secretary of the meeting. It was confirmed that all could hear each other.

Upon a motion by Mr. Paczewski, seconded by Ms. Martinelli and carried the minutes of Board of Directors meeting dated July 23rd were approved.

The audit for 2020 was presented and reviewed by Alison Lin from the accounting firm, Prociak & Associates L.L.C. Ms. Lin noted that the auditor's tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards and was defined as a clean audit with an unqualified opinion. It was noted that due to the limited staff, separation of duties was discussed. Mr. Lamont offered to excuse himself from the meeting if there were any questions for the auditor that members would like to ask with him not present. There were none. Upon a motion by Mr. Paczewski, seconded by Mr. Bresnahan and carried the audit was accepted.

Upon a motion by Mr. Paczewski, seconded by Mr. Bresnahan payment to Prociak & Associates LLC for the 2019 audit in the amount of \$4,595 and the execution of an engagement letter for completion of the 2020 audit were approved. It was noted that there will be no fee increase.

The audit along with the Annual Report will be submitted to the Commonwealth of Department of Community and Economic Development. The required public notice will be published. The audit will also be provided to the County Council Clerk. It is the practice of the county to include the audit on the county website.

Under the Treasurers Report the financial report for the quarter ending October 30, 2020 was reviewed and compared to budget. Third quarter-end assets totaled \$2,002,181 with fund balance totaling \$2,001,920. Expense over revenue at the quarter-end was \$3,328. Following discussion upon a motion by Mr. Parmenteri, seconded by Mr. Palermo and carried the Treasurers Report was accepted.

An update was provided on the “Historic Altamont Redevelopment Project” Redevelopment Assistance Capital Program project. The sub-grantee, 147 West Broad LLC is undertaking the demolition phase of the project. COVID-19 has delayed progress. Due to initial bids coming in higher than estimated, the plans are being reviewed and will be re-bid. It is anticipated that demolition will be completed and construction will begin in the beginning of the fourth quarter. Building permits are being processed by the city. Payment of the Authority fee will be made upon the first draw of the RACP grant.

Upon a motion by Ms. Martinelli, seconded by Mr. Paczewski and carried, a resolution authorizing the officers to execute any and all documents necessary in connection with the consummation of the sale or other agreements of an unnamed parcel(s) of property by the Authority as legal/record titleholder and the Greater Wilkes-Barre Development Corporation as equitable owner.

Under Other Business, it was noted that the terms of four directors, Mr. Cypert, Mr. Loyack, Ms. Martinelli and Mr. Paczewski term expires on December 31, 2020. The procedure is notification by the County Council with an application to be completed and an interview scheduled. With consideration of COVID-19 the procedure may be revised. It was noted by Mr. Lamont that Attorney Schwager previously acknowledged that a Director serves until a successor is appointed.

The next Board of directors meeting is tentatively scheduled for January 28, 2021.

There being no further business, upon a motion made and seconded, the meeting was adjourned.

Gary F. Lamont, Secretary